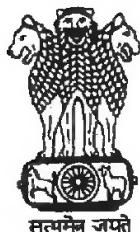


# MANIPUR



# GAZETTE

## EXTRAORDINARY PUBLISHED BY AUTHORITY

No. 22

Imphal, Tuesday, April 29, 2025

(Vaisakha 9, 1947)

### OFFICE OF THE MANIPUR STAFF SELECTION COMMISSION, DEPUTY COMMISSIONER'S OFFICE COMPLEX, IMPHAL WEST, LAMPHELPAT

#### NOTIFICATION

Imphal, the 28<sup>th</sup> April, 2025

**No. RR-SSC-3/1/2025-MSSC-MSSC:** In exercise of the powers conferred under sub-sections (1) and (2) of Section 19 of the Manipur Staff Selection Commission Act, 2022 (Manipur Act No.10 of 2022), the State Government hereby makes the following Regulations namely: -

**The Manipur Staff Selection Commission (Examinations, Selection of Candidates to the subordinate services/posts and procedure for the Conduct of Business) Regulations, 2025.**

#### Part-I Preliminary

1. ***Short Title and commencement:***

- i. These Regulations may be called the Manipur Staff Selection Commission (Examinations, Selection of Candidates to the subordinate services/posts and procedure for the Conduct of Business) Regulations, 2025.
- ii. They shall come into force from the date of publication in the Official Gazette of Manipur State.

2. ***Definitions:*** In these Regulations, unless the context otherwise requires: -

- i. "Government" means the State Government of Manipur;
- ii. "Act" means the Manipur Staff Selection Commission Act, 2022 (Manipur Act No.10 of 2022);
- iii. "Rules" means the Manipur Staff Selection Commission Rules, 2022;
- iv. "Commission" means the Manipur Staff Selection Commission constituted under Section 3 of the Act;
- v. "Chairperson" means the Chairperson of the Manipur Staff Selection Commission appointed under Sections 3 and 4 of the Act;
- vi. "Member" means a Member of the Commission appointed under Sections 3 and 4 of the Act;
- vii. "Senior most Member" means the Member joining the Commission first.
- viii. "Concerned Department" means the Department of the State Government making

requisition and appointment and includes organisations and autonomous bodies established/constituted by the Government and semi Government organisations.

- ix. "Department" means the Department of Personnel, Government of Manipur;
- X. "Appointing Authority" means competent authority to appoint on requisitioned posts;
- XI. "Commission's web portal" means the official web portal maintained by the Commission;
- xii. "Requisition" means demand for recommendation of suitable Candidates in prescribed form from the Commission by (through the Department of Personnel) the concerned Department/Appointing Authority for appointment to the services/posts under him/her;
- xiii. "Controller of Examination" means Controller of Examination of the Commission appointed by the State Government and it will include the officer who has been authorised to perform the work of Controller of Examination by the Commission.
- xiv. "Secretary, means Secretary of the Commission appointed under Section 6 of the Act;
- XV. "Deputation" means the existing Deputation Rules of the Government of Manipur and includes the Deputation Rules of the various organised services;
- XVI. "Examination" means any examination conducted by the Commission for selecting eligible candidates for subordinate services/posts;
- xvii. "OMR sheet" means optical magnetic reader answer sheet;
- xviii. "Question paper" means and includes question paper, OMR Question cum answer sheets, question set and question cum answer booklet;
- XIX. "Year" means Calendar year;
- XX. "Schedule" means Schedule appended to these Regulations;
- xxi. Words and expressions used in these Regulations and not defined in these Regulations shall have the same meaning as assigned to them in the Act and the Rules made thereunder as amended from time to time.

3. ***Procedure for conduct of Business of the Commission:***

- i. The Commission shall conduct examination and recommend candidates for appointment to the subordinate services/posts.
- ii. The Commission shall follow the procedure as laid down under the Regulations for recommending/selecting candidates for subordinate services/posts, in an objective

and transparent manner.

- iii. The Chairperson on his/her own desire or on the requisition of any Member may call for a meeting of the Commission on any week day.
- iv. Notices of the meeting shall, as far as possible, be accompanied by a short note (Synopsis) relating to each item on the agenda of the meeting.
- V. The agenda and the synopsis on the items of the agenda shall be sent to the Private Secretaries/ Personal Assistants to Members at least two days in advance after the same have been approved by the Chairperson, who shall ensure that no important items suggested by Members, items ready for discussion and matter on which the orders of the Commission have to be sought have been omitted from inclusion in the agenda.
- vi. Extra-ordinary meetings of the Commission may be held at short notice not less than one day.
- vii. Ordinarily, the decisions of the Commission shall be made by circulation of files among the Members. If there is an urgent matter, the file may be circulated by hand and the Commission's Order be obtained or the matter be placed in the next meeting.
- viii. **Quorum:** Non-attendance/non-availability of any Member of the Commission other than the Chairperson shall not invalidate the proceedings of the selection provided the Chairperson and at least one Member were present. In case no Members are either appointed or not available, then the Chairperson of the Commission will discharge the duties/functions of the Commission in public interest.
- ix. The Chairperson and, in his absence, the senior-most Member present, shall preside over the meeting of the Commission.
- X. The Chairperson may postpone consideration of any business at any meeting, if he considers it necessary or expedient to do so.
- xi. The decision of the Commission as far as possible shall be unanimous.
- xii. All financial powers shall vest in the Chairperson.

*Provided that the Chairperson may delegate financial powers to Secretary to incur contingent expenditure on behalf of the Commission subject to such restrictions and limitations as may be laid down by him/her;*

- xiii. When there is difference of opinion and it cannot be resolved by circulation or otherwise in a Committee, the matter shall be placed before the Commission for consideration and decision.

- xiv. If a Member does not agree with the proposal of the Government, the matter shall be circulated before it is placed on the agenda of the next meeting of the Commission.
- xv. Copies of all the decisions shall be sent by the Secretary to the Private Secretaries/ Personal Assistants to all the Members, Officers and the Section Officers, who shall maintain them with synopsis in proper order for ready reference.
- xvi. For convenient transaction of its business, the allocation of work among the Members shall from time to time be made by the Chairperson;
- xvii. For convenient and expeditious transaction of its business, the Chairperson may constitute a Committee or Committees from amongst the Members of the Commission;
- xviii. The Chairperson may constitute a Committee for performance of any specified work or transaction of specified business;
- xix. The Chairperson may engage suitable consultants/experts or persons having special knowledge or skills to assist the Commission in the performance of its functions;
- xx. The allocation made under the above clauses may be amended or altered or modified as and when deemed necessary.
- xxi. If Committees are formed, the senior most Member shall be the Convenor of the Committee.
- xxii. Where there is agreement among the Members and the Chairperson to whom the file is circulated in accordance with the order of allocation of business, such opinion shall be deemed to be the opinion of the Commission; provided that such opinion is not contrary to any prior decision or general policy of the Commission.
- xxiii. If the Chairperson is absent on leave, Member appointed by the Governor to act for him shall have all the powers of the Chairperson for carrying on the duties of the Chairperson during his/her absence on leave.

*Provided that a list of cases on which action has been taken, and decision arrived at, during his/her absence on leave shall be placed before him/her immediately on his return from leave.*
- xxiv. In terms of Section 17 of the Act, the orders and other instruments made and executed in the name of the Commission shall be authenticated by an officer not below the rank of Under Secretary to the Commission.
- xxv. Whenever the Commission is required to give advice, or to submit proposals to, or to be consulted by an authority, the decision shall be communicated and in case where the decision is not unanimous, neither the fact of nor the ground for dissent shall be

communicated unless the Chairperson so directs.

**4. *Intimation of vacancies to the Commission:***

- i. Appointing Authority/HODs shall intimate the total number of vacancies of subordinate services/posts including those anticipated in the course of the year to the Commission by the prescribed dateline fixed by the Commission in the prescribed Form-I appended.
- ii. The appointing authority/HODs, before referring the proposal to the Commission shall determine the number of vacancies to be filled on compassionate appointment and any other commitment/assurance given under unavoidable compelling circumstances or as per specific direction of the Court etc and such vacancies as determined shall be deducted from the total vacancies for the year. The vacancies to be intimated to the Commission shall also include anticipated vacancies upto 31<sup>st</sup>December of the year in which such vacancies are likely to arise. The appointing authority/HODs shall accordingly report the balance vacancies to the Commission.
- iii. The appointing authority shall furnish a certificate in Form-II hereto certifying that:-
  - a. *The vacancies intimated to the Commission are clear vacancies and are not covered by any ban on recruitment, if any, imposed by the Government or filling of which is not subject to court order or outcome of any pending petition before the courts;*
  - b. *The reservation rosters for Scheduled Tribes, Scheduled Castes, Other Backward Classes (OBC), Persons with Disability (PwDs) etc as per standing instructions of the State Government have been verified by the competent authorities after last recruitment or preceding six months before the last date of reporting vacancies to the Commission whichever is earlier.*

**5. *Advertisement of vacancies:***

- i. On receipt of intimation of vacancies in Form-I, the Secretary shall with the approval of the Commission, issue advertisement along with syllabus and scheme of examination on the Commission's Web Portal inviting applications from eligible persons for appearing in the examination. The Commission reserves the right to modify, withdraw or cancel any advertisement at any stage of the examination provided there are sufficient reasons to do so.
- ii. Pursuant to online advertisement, the Secretary shall also publish a brief advertisement in at least 2(two) local daily newspapers, one in each English and Manipuri newspapers, giving details of number of vacancies, reservation details, last

date for application and other important details, along with reference that the public may refer to the advertisement on the Commission's portal.

- iii. The advertisement shall contain the number of vacancies, name of the post, essential qualifications, desirable qualification, age limit, number of posts reserved for Scheduled Castes, Scheduled Tribes, Other Backward Classes (OBCs) or any other reservation as per the policy of the Government, method of short listing/selection, last date for submitting applications, details of fees and mode of payment.
- iv. The last date of submission of application shall be decided by the Commission, which however shall not be less than 21 days from the date of publication of the advertisement. The mode of submission of application to the post advertised by the Commission shall be only through the Commission's portal.
- v. There shall be at least 45 days between the date of publication of advertisement and the scheduled date of examination.
- vi. The advertisement shall contain a clause that only eligible candidates fulfilling the criteria as per recruitment rules/advertisement/guidelines governing direct recruitment to such post, shall apply.
- vii. The application form shall include a declaration in Form III from the candidate regarding possession of requisite essential qualification, domicile/ PRC etc.

6. ***Procedure for submitting applications:***

- i. The candidate shall fill online application on the Commission's web portal as specified in the advertisement.
- ii. The Commission for this purpose may require a candidate to seek one time registration on the Commission's portal or any other portal specified in the advertisement by furnishing all required details. The applicant once registered shall be provided with unique registration number and/or user ID and password which shall be sent on the mobile number provided by the applicant.
- iii. The Commission shall decide the manner and the process for submitting on-line applications as is required from time to time.
- iv. The candidate shall upload all the required documents along with the online application. Non-submission of documents shall be a ground for rejection of the application without any notice.
- v. Incomplete application and applications without specified fees shall be rejected. The submission of online application form shall be linked to payment details and unless the specified fees are paid, the portal shall not generate acknowledgement of the

application.

**7. *Acceptance of applications without prior scrutiny of application:***

- i. The Commission may, without prior scrutiny of the application, based on self-declaration contained in the application form, invite/call all the candidates who have successfully submitted online application for respective examination.
- ii. All the candidates who have successfully submitted applications, which are acknowledged through unique application id, shall be invited to appear for physical endurance test/skill test/examination, as the case may be, as decided by the Commission through email and/or sms or any other electronic mode of communication.
- iii. The Commission shall upload the details about date, venue, time and the details of candidates, other details of the examination on the Commission's web portal.
- iv. The Commission shall provide the facility on its portal for downloading and printing of e-admit cards.
- v. Any communication with candidate or issuing of instructions, acknowledgement, e-admit card or publication of results etc shall be through the Commission's web portal, in electronic mode.
- vi. Examination fees shall be as decided and revised from time to time by the Commission. The fees as specified may be paid through online mode only.

No claim for refund of the fee shall be entertained unless: –

- a. a candidate has unfortunately expired before he/she takes the examination and the claim of refund is preferred by the legal heirs within six months of the date of examination; or
- b. a candidate has paid the fee more than once and the fee has been actually credited into the account of the Commission more than once

**8. *Conduct of examination and its syllabus:***

- i. The Commission shall decide the mode and the manner in which the examination is to be conducted, including syllabus, skill sets, etc for such examination. The commission shall decide the syllabus based on the essential qualification, degree/level of understanding and/or skill sets required for the post, including knowledge of Manipuri.

- ii. The Commission may appoint experts for setting up of question papers or question set or for preparation of subject wise question banks or for carrying out any other functions in furtherance to the objects of the Act.
- iii. The experts shall submit certificate to the effect that he / she is not related to any candidate appearing in the examination.
- iv. Such experts shall prepare an answer key for evaluation. The expert in respect to descriptive question papers shall also prepare the model answer sheets.
- v. The Commissions shall decide the manner in which the question paper/question set is to be prepared, finalised and used for the examination.
- vi. The examination material shall be stored with proper security as per the direction of the Commission or as per standing instructions issued from time to time.
- vii. The Controller of Examination shall make all necessary arrangements regarding storage and dispatch of question papers in sealed packets with proper security.

**9. *Conduct of Computer Based Test (CBT):***

- i. In case the Commission decides to conduct Computer Based Test (CBT), such test shall be based on the essential qualification and degree/level of understanding required for the post, as decided by the Commission.
- ii. The Commission may appoint any Government/Semi-Government or Autonomous Bodies funded by the Government agency or any empanelled private agencies for conducting Computer Based Test (CBT) or for carrying out any other functions in furtherance to the objects of the Act. The Commission shall notify the list of private agencies from time to time.
- iii. Such Agency shall undertake and carry out Computer Based Test for various posts at their respective designated centres with the approval of the Government.
- iv. The Commission shall decide the manner in which the question papers are to be uploaded on the server of the Agency appointed by the Commission to conduct the CBT.

**10. *Role and functions of the Officers conducting examinations:***

- i. For conduct of the examinations, the Commission may appoint Co-ordinators of exam centres, Co-ordinating Supervisors, Venue Supervisors, Assistant Venue Supervisors in consultation with the Controller of Examination for smooth conduct of the examination.

- ii. The Controller of Examination shall appoint such numbers of Invigilators, as are necessary for the conduct of examination at each Centre in accordance with instructions issued by the Commission from time to time.
- iii. The Co-ordinator of Exam centre or any other authorised person, as the case may be, shall appoint minimum of 2(two) Invigilators for an Examination Hall.
- iv. The Invigilator shall submit certificate to the effect that he/she is not related to any candidate appearing for examination at the Centre.
- v. The Controller of Examination upon receipt of intimation about scheduling of examination, arrange to book suitable Government/Semi-Government or Autonomous Bodies, schools or institutions/ empanelled private agencies for conduct of examination in consultation with the Commission.
- vi. The Controller of Examination shall ensure safe custody and dispatch of all confidential materials relating to examination. He/she shall be responsible for receiving, distributing, accounting and delivering back the used OMR sheets, questions cum answer sheets, unused papers, answer sheets as per instructions of the Commission.
- vii. The answer sheets/OMR sheets shall be serially arranged on the basis of the Roll Numbers packed and sealed immediately after the examination is over and dispatched to the Commission on the same day.
- viii. The honorarium for various personnel connected with the conduct of examination shall be decided by the Commission from time to time.
- ix. The Commission shall appoint evaluators wherever necessary for evaluating answer sheets in respect of written examinations.

**11. *Procedure for Physical Endurance Test and / or Skill Test:***

- i. In respect of posts requiring Physical Endurance Test and / or Skill Test as per recruitment rules, the Commission shall either by itself or through any Department or any other agency or through any Committee of Officers conduct Physical Endurance Test and / or Skill Test. The candidates qualifying Physical Endurance Test and / or Skill Test shall only be permitted to answer the examination.
- ii. The marks scored in the qualifying Physical Endurance Test and / or Skill Test shall not be considered for drawing the merit.
- iii. In case of failure in the Physical Endurance Test and / or skill test, he or she will be declared unqualified for selection for appointment.

**12. *Selection Process:***

- i. The Commission shall shortlist the candidates on merit, based on marks obtained by each candidate in the examination for each post.
- ii. Regarding the short listing of candidates belonging to different categories such as Scheduled Tribes, Scheduled Castes, Other Backward Classes (OBCs), Persons with Disability (PWDs) etc, the Commission shall follow the standing instructions of the State Government.
- iii. In case of candidates belonging to reserved category, who by virtue of their merit in examination are eligible for selection against unreserved category, they shall be adjusted against unreserved category, subject to the condition that the candidate has not availed age relaxation or any other concession/relaxation other than payment of fees. Accordingly, the Commission shall finalise the recommended/select list of candidates.
- iv. The Commission shall, in addition to the select list also prepare a separate wait list upto 10% of the vacancies based on merit of the candidates in their respective category:

*provided that the candidate from the wait list shall be considered, based on any such request received from the Department, only if the candidate from the select list does not accept the offer of the appointment.*

- V. The wait list of the posts of the previous recruitment shall lapse on the declaration of the date of a subsequent examination for such posts or after a period of one year from the date of publication of such wait list whichever is earlier.

**13. *Final Recommended/Selection List:***

- i. After preparation of the Recommended/Selection list and wait list, the Commission shall publish these lists on its Notice Board and on the Commission's web portal on the same day the meeting of the Selection Committee was held. Further, if the Selection Committee Meeting is held on more than one day, then on the last day of such meeting.
- ii. The Secretary, with the approval of the Commission, shall send the list of these candidates to respective Departments for carrying out further process of verification and appointment under intimation to Department of Personnel.

**14. *Interview Board:***

- i. If there is an Interview to be held as per direction of the State Government, the Commission shall constitute a Specific Board for Interview/Viva-voce test of Candidates. The composition of such specific Board will be decided by the

Commission.

- ii. The Commission or a Committee constituted by the Commission shall appoint the interview Board Members. The Commission may adopt any suitable method to eliminate variation in the marks awarded to a candidate in the Interview.
- iii. The interview Board Members shall submit a certificate to the effect that he/she is not related to any candidate appearing in the interview.
- iv. The programme of the Interview shall be fixed by the Commission. Normally, 10 (ten) days' notice shall ordinarily be given to the candidates to appear before the Commission for interview for such specific posts and the interview programme shall be fixed keeping in view the said period notice. However, the Commission may shorten/extend such period due to some unavoidable compelling circumstances like the natural calamities or any other appropriate reasons as deemed considered appropriate by the Commission.
- v. If a Member of a Board is unable to attend, or has to leave the Board during the course of its sitting and an alternative arrangement cannot be made, the other remaining Member or Members, as the case may be, may hold or continue to hold the interview and the proceedings of the Board shall not be vitiated only on the ground that Member was absent from the sitting of the Board.
- vi. The proceedings of the Board shall as early as possible, be placed before the Commission for approval and it may be obtained by circulation by hand or in the meeting of the Commission itself.

**15. *Duties of Officers:***

i. ***Secretary:***

He/she is the Executive Head of the Commission. All the officers of the Commission shall work under the control and supervision of the Secretary. He/she shall be the Chief of the Cell for Planning and Policy making. He/she shall assist the Commission in formulating its policies. He/she shall also act as the Chief Personnel Officer of the Commission and provide leadership in their field by coordinating the intra administrative units of the Office. He/she shall maintain liaison with intra-administrative units and provide leadership and guidance to the extent necessary. His/her duties shall include:

- a) formulating plans,
- b) organizing their implementation &
- c) ensuring reasonable performance of the Commission.

ii. ***Controller of Examinations:***

There shall be a Controller of Examinations who will be on deputation under section 6 of the Act. The Controller of Examinations shall be responsible for

- a. formulation and organization of Examination Programme
- b. continuous scrutiny thereof with a view to progressing the same.
- C. will be the Coordinating Officer for direct recruitments.
- d. any other work assigned by the Secretary from time to time.

**iii. *Additional Secretary/ Joint Secretary/ Deputy Secretary/ Under Secretary:***

There shall be an Additional Secretary/ Joint Secretary/ Deputy Secretary/ Under Secretary as the case may be, who will be on deputation under section 6 of the Act. The Additional Secretary/ Joint Secretary/ Deputy Secretary/ Under Secretary shall be responsible for

- a. They will assist the Secretary in his/her functions. Specific functions may include administrative matter, framing of recruitment rules, promotion matters, legal matters, conduct of direct recruitment examinations etc.
- b. Any other work assigned by the Secretary from time to time.

**iv. *Officer on Special Duty (Law):***

There shall be an Officer on Special Duty (Law) who will be on deputation under section 6 of the Act. The Officer on Special Duty (Law) shall be responsible for

- a. He/she shall be the legal Officer for the Commission and assist the Secretary in all legal matters of the Commission.
- b. Any other work assigned by the Secretary from time to time.

**V. *Registrar:***

There shall be a Registrar who will be on deputation under section 6 of the Act.

- a. He/she shall be in charge/of the Direct Recruitment Cell. He/she shall scrutinize the applications received in response to advertisement and shall check them carefully to determine the eligibility or otherwise in terms of the qualifications prescribed in the advertisements. He/she shall also prepare the necessary application folders, statements of particulars of the candidates, etc. He/she shall issue notices to the candidates for interview/examinations, etc. and shall arrange for the interviews if required/necessary.

- b. Any other work assigned by the Secretary from time to time,

**vi. *Deputy Controller of Examinations:***

There shall be a Deputy Controller of Examinations who will be on deputation under section 6 of the Act.

- a. He/ she shall assist the Controller in any work assigned by the Controller of Examinations.
- b. He/ she shall work under the control and supervision of the Controller of Examinations

**vii. *Deputy Registrar:***

There shall be a Deputy Registrar who will be on deputation under section 6 of the Act.

- a. He/ she shall assist the Registrar in any work assigned by the Controller of Examinations.
- b. He/ she shall work under the control and supervision of the Registrar.

**viii. *IT Officer:***

There shall be an IT Officer who will be on deputation under section 6 of the Act.

- a. He/ she shall assist the Secretary or any officer assigned by the Secretary.
- b. He /she shall be responsible in all the IT related works.

**ix. *Section Officers:***

- a. There shall be Section Officers who will be on deputation under section 6 of the Act.
- b. They shall assist their controlling officers in all matters dealt by them. They also will supervise the lower staff working under them in all respect.
- c. Any other work assigned by the Secretary from time to time.

**16. *GENERAL:***

- i. All decisions and proceedings of the Commission shall unless otherwise directed, be secret.
- ii. All officers and staffs of the Commission shall take oath of secrecy in **Form IV**.

- iii. Any Member may call for any normal file, papers or information from the office through the Secretary. However, for important and sensitive matters, approval of the Chairperson should be obtained and decision of the Chairperson shall be final in such cases.
- iv. The Commission shall furnish to the Government such returns, statistics, reports, accounts and other information with respect to conduct of its affairs or activities as may be required by the Government from time to time.
- v. The Commission shall determine the fees to be levied for the purposes under Section 12 of the Act from time to time and necessary notifications in this regard will be issued by the Commission from time to time. However, only 50% of such fees will be levied only for the Candidates belonging to Scheduled Castes and Scheduled Tribes.

**17. *Procedure for conduct of examinations and selection of candidates for appointment:***

- i. ***Verification of applications:*** The Commission shall verify the applications submitted by candidates during the examination process. The Commission may, at any stage, reject any application on the following grounds:
  - a. Missing or incorrect information.
  - b. Errors/mistakes in the application form.
  - c. Non-submission of required documents or submission of false documents.
  - d. Non-fulfilment of instructions or terms & conditions, as given in the advertisement and application forms.
  - e. Incomplete and defective documents such as those not bearing name, seal, designation and signature of the issuing authority.
  - f. Concealment of any fact(s).
  - g. Not mentioning the code for the centre of examination.
  - h. Exceeding the prescribed age limit.
  - i. Non-payment or payment of less than the requisite fee.
  - j. Any other valid reason.
- ii. ***Schedule of Examination:*** The Commission shall fix the place(s), date(s) and time for examination(s).
- iii. ***Issue of e-Admit Cards:*** The e-admit cards can be generated in the Commission's

website. The candidates should download the same and check it carefully to ensure that the particulars on the e-Admit Card are correct. In case, there is any mistake in the e-Admit Card, it should be brought to the notice of the Commission with a request to issue the correct e-Admit Card. No candidate shall be allowed entry into the examination centre/venue without a valid e-Admit Card. A Candidate shall not be allowed to appear for an examination at any other Venue except the Venue mentioned in the e-Admit Card.

- iv. **Scheme of the Examination:** Scheme of the examination to be conducted shall be as mentioned in the Recruitment Rules or as decided by the Commission in consultation with the appointing authority when nothing is mentioned in the Recruitment Rules. As per the scheme of examination adopted, the recruitment examination to be conducted may consist of written examination only or may consist of written examination followed by an interview/personality test (if necessary/as per standing instruction/direction of the State Government). The written examination may be of the following types-
- a. **Objective Type/ Multiple Choice Questions (MCQ):** These shall be OMR based and will comprise of such number of questions as may be prescribed/decided by the Commission from time to time. The Provisional Answer Keys of Objective Type/ MCQ based examinations shall be uploaded online as soon as possible after its conduct for inviting objection(s) for which 3 (three) days' time shall be given from the day of publishing of provisional answer key. (day of publishing of the answer key plus next 3 days) to submit their objection(s) in an online mode only along with such fee as may be prescribed by the Commission. The Controller of Examinations shall refer all these objections to a team of Experts constituted for the purpose. The decision of the team of experts shall be final and binding upon all the stake holders. The evaluation of OMR based MCQ examinations shall be done through OMR scanner machines.
- b. **Descriptive type:** These Examinations shall be in a pen-paper mode or CBT as the Commission may decide. The Answer Scripts may be got evaluated/ examined as the case may be, either in a physical manner or through Digital Evaluation/ On Screen Marking or Computer assisted evaluation.
- C. A combination of both (MCQ type for preliminary examination & Descriptive type for mains examination as may be decided by the Commission.
- v. The Commission will prepare separate guidelines as regards the appointment of Paper setters/Examiners/Evaluators, printing of Question papers and safe custody, appointment of Supervisors, Invigilators and necessary briefing, despatch of Question Papers to the Examination Centre, opening of Question Papers at the Examination Venue, frisking of Candidates, security arrangements, admission to the examination

hall, Inspection of the Examination Centres, safe storage of the used answer script, evaluation of the answer scripts etc as deem appropriate.

vi. The Commission may appoint any Agency for conducting CBT for various posts at designated centres as may be specified by the Commission. The Commission shall decide the manner in which the question paper is to be uploaded on the server of the Agency appointed by the Commission. The Commission will prepare separate guidelines for the appointment of the Agency and procedure to be followed by the Agency.

vii. ***Final Result Sheet:***

(a) In case the recruitment examination consists of written examination only, the final result sheet shall be compiled based on the marks secured by the candidates in the written examination by the Controller of Examination and the final result sheet thus prepared, shall be placed before the Commission for approval. The Commission shall randomly check at least 5 % of the total scores of the candidates before approving the same.

(b) In case the recruitment examination consists of written examination followed by an interview/personality test, the details of marks secured by the candidates in the written examination shall be produced by the Controller of Examination on the day of conclusion of the Interview/Viva-voce and the sealed covers of the marks secured by the candidates in Interview/ viva-voce shall be opened for compilation of the final result sheet. The compiled final result sheet shall be placed before the Commission for approval on the same day (the Interview on the final day shall conclude in the morning session so as to allow sufficient time for compilation of the final result sheet). The Commission shall randomly check at least 5 % of the total scores of the candidates before approving the same.

(c) In case the recruitment examination is conducted through CBT, the agency entrusted for conducting the examination by the Commission, shall compile the result using encryption to maintain secrecy and integrity. The compiled result shall be handed over to the examination official(s) authorised by the Commission for verification/checking of the compiled result. The result thus verified shall be placed before the Commission for approval.

viii. ***Declaration of Result:*** The Commission shall prepare the final selected/recommended list along with the waiting list/panel if any, for each category of posts, as per the reservation rosters. Once the selected/ recommended list along with the waiting list/panel is finalized and approved by the Commission, the result of the Examination shall be declared on the same day and notified on the Commission's website as well as on the Commission's Notice Board.

18. ***Conduct of Examination by the Commission:***

i. There shall be an examination cell to be headed by the Controller of Examinations.

All the officers and staff in the exam cell shall assist and support the Controller of Examinations. Necessary guidelines shall be prepared for conducting the examinations.

- ii. Under total control of Commission, the Controller of Examination authorised by the Commission shall be responsible for conduct of examination. He/She will have support of officers and staffs of Commission as per requirement for conducting examination.
- iii. All the secret works related to conduct of examination will be under the Controller of Examination and the Secretary shall be kept informed from time to time. Proper orders/direction of Chairperson/Commission will be obtained by the Secretary as may be required. The confidentiality of secret works of the Commission shall be kept intact at each level.
- iv. Taking 1st January of every year as reference date, the vacancy for direct Recruitment will be calculated by the concerned department.
- v. The age of candidates will be calculated with reference to last date of form submission. For appointment, the age limit, as decided by State Government from time to time, shall be effective/applicable.
- vi. Common Merit list will be prepared on the basis of marks obtained in the examination conducted in the manner and mode decided by the Commission.
- vii. If more than one candidate gets equal marks in merit list, the merit will be decided on basis of date of birth of the candidate and candidate whose age is more will be placed higher in merit list than the candidate whose age is less. If more than one candidate has the same marks and date of birth, then In this case, the merit list will be prepared as per alphabet of their names in English and it will be decided on the basis of the name of the candidates written in English in the application form.
- viii. In case of a reserved category candidate finding place in the merit list prepared for unreserved post on the basis of merit, the candidate will be treated against the admissible posts for unreserved category and his/her reservation categories will be noted against his/her name. Circulars issued by the State Government from time to time will be applicable on this subject.
- ix. A Control Room will be established on the eve of examination at the Commission's office, under the charge of an officer of Under Secretary rank.

**19. *Arrangement and function of Strong Room:***

Strong Room will be arranged for keeping confidential materials related to examinations. The Strong Room shall be double locked with a set of keys with the secretary and the duplicate set with the Controller of Examinations. Entry into the

strong Room will be permitted only to those persons who are authorized by the Controller of Examination by maintaining a proper log book.

**20. *Conduct of Departmental Examination:***

As per Section 8(3) of the Act, the Commission shall conduct Departmental Examinations for those categories of subordinate posts/services, which require conduct of such Departmental Examinations, the details regarding syllabus and procedures/guidelines in this regard shall be prepared by the Commission in consultation with the concerned Department and approval of the Government will be obtained accordingly.

**21. *Residuary Matter Interpretation:***

- i. The Commission may deal in such manner as they deem fit with any matter not specifically provided for in these Regulations.
- ii. If any doubt arises as to the interpretation of the schedule, the interpretation made by the Commission shall be final.
- iii. The Regulations may be amended by the Commission as and when deemed necessary and such amendments shall take effect immediately as approved by the Government or from such date as the Commission may appoint in this behalf.

**22. *Repeal & Savings:***

Notwithstanding such supersession, anything done or any action taken under the Act, Rules, Orders, decisions, recommendations, including the conduct of interview (if any), selection or written examination or declaration of any result thereof by or on behalf of the Commission in accordance with the provisions of the Act and Rules framed there under, shall be deemed to be, and always to have been valid and any proceedings in relation to interviews, selection or written examination pending on the date of commencement of these Regulations may be continued and completed in accordance with the provisions of the Regulations and the Rules in force prior to such commencement.

This is issued with approval of the Department of Personnel, Government of Manipur vide DP's Convey Note dated 24.04.2025.

RANGITABALI WAIKHOM,  
Secretary,  
Manipur Staff Selection Commission.

**FORM- I**  
(See Regulation 4(i))  
Requisition form for filling up posts by Direct Recruitment

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1 Name of the Department

2 Address of the Department

3 Requisition for recruitment to the post of

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4 Details of vacancies and reservations: -

Name of the Post

Group

Level of Pay

No. and Date of Publication of Recruitment Rules in the Official Gazette

Sanctioned Strength

Number of Live Post

Number of Vacancies

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5 Details of year wise vacancies and reservation details

Year	Number	Ratio for Direct Recruitment	Number of Vacancies for Direct recruitment

6 Details of vacancies to be advertised

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Number of Vacancies to be advertised	Category wise vacancies	Persons with Benchmark Disabilities (PWD) covered under the following respective categories			
		(a)	(b)	(c)	(d)

7 Duties and Responsibilities of the post:-

- (a) Details of duties and responsibilities of the post
- (b) Place(s) where the officer(s) will be required to serve

---

8 Educational qualifications & experiences as per Recruitment Rules required for the post under requisition

(a) Essential

(b) Desirable

(c) Whether qualification and experience is relaxable in the case of SC/ST. Furnish copies of Govt. order, if any

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9 Age limit-

(a) Age limit if any-

(b) Whether age relaxation is applicable to Govt servant details: Details thereof-

(c) Are the limits and relaxations under (a) and (b) above in accordance with the prescribed Recruitment Rules ? If not, please state reasons for the deviation

(d) Age relaxation for Reserved category candidates

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Place

Date

Signature of the Head of the Department

Seal

**FORM - II**

(See Regulation 4(iii))

**CERTIFICATE**

It is certified that: -

- i. all vacancies which fall within the direct recruitment quota have been included in the requisition.
- ii. all the vacancies included in this requisition are clear vacancies and are not covered by any ban on recruitment imposed by the Government and filling of them is not

subject to court order or outcome of any pending petition before the courts.

- iii. the reservation rosters for Schedules Castes (SC), Schedules Tribes (ST), Other Backward Classes (OBC), and Persons with Disability (PWD) as per the roster points as per the standing orders of the Government of Manipur have been verified by the competent authorities after last recruitment or preceding six months before the last date of reporting vacancies to the Commission whichever is earlier.
- iv. the particulars in the requisition are strictly in accordance with the Recruitment Rules for the relevant posts.

Place:

Date:

Signature of  
the Head of  
the  
Department

Seal

**FORM - III**

(See Regulation 5(vii))

**DECLARATION**

I, -----, son/daughter/wife of -----, aged ----- years, do hereby state that the contents of this application are true to the best of my knowledge. I declare that I possess the requisite essential qualifications, the domicile/permanent resident certificate (PRC) issued by the Competent Authority in Manipur, registration with the Employment Exchange concerned, and all other mandatory requirements for the post. I understand that if any particulars or information provided herein are found to be false, incorrect, or not in accordance with the requirements for the post, my candidature for recruitment is liable to be rejected or cancelled, even after shortlisting/selection, without any further notice.

Place:

Date:

Signature of  
the Candidate

**Form - IV**

(See Regulations 16(ii))

**FORM OF OATH OF SECRECY**

I,..... solemnly affirm that I will not directly or indirectly communicate or reveal to any person or persons any matter which shall be brought under my consideration or shall become known to me as an Officer/ Staff of the Manipur Staff Selection Commission, except as may be required for due discharge of my duties as such Officer or as may be specially permitted by the Chairperson.

*(The oath to the Officers of the Commission shall be administered by the Chairperson in a meeting of the Commission and to other Staff by the Secretary)*